



Job Description

Draft

Job Title:	Junior Safety Scientist
Reporting To:	Data Evaluation Manager
Employee Name:	
Signature:	
Managers Name:	
Signature:	
Date:	

Job Purpose

To assist with the carrying out of essential pharmacovigilance-related tasks on behalf of the Data Evaluation (DE) team at Panacea Pharma Projects Limited, and their clients, in compliance with Good Vigilance Practice (GVP).

This includes but is not limited to the review and write-up of published studies, weekly literature reviews and the administrative tasks associated with global DE literature searching.

Key Tasks

Technical

- Upload and duplicate checks of weekly DE literature hits in EndNote
- Review and assessment of weekly DE literature hits
- Any other task, following sufficient training, as instructed by line manager or senior management

Administrative

- Archiving of pharmacovigilance data
- Assisting pharmacovigilance managers as required
- Cover for telephone answering

Team

- Work as part of the Pharmacovigilance team and maintain flexibility to meet the priorities of the department
- Share ideas to improve systems